

Space Family Education, Inc.
Board of Director's Open Meeting

Director Report

Staffing

Resignations:

No report

New Hires:

Ms. Kenya Scott started this week.

Other:

No report

Operations

Facility:

NASA is waiting for next FY budget to start working on a drainage solution for the playground.

We're having problem with the air conditioning duct in rooms 1 & 2. NASA maintenance estimated that it would cost about \$18K to fix. They will do the repair on a weekend.

Special Events:

Open House is tonight. Ms. Hirning has alerted JSC Security via Ms. Lupita Garcia about the Open House, which will start at 6:30pm.

Friday we will have a fieldtrip to the Ballunar Festival for rooms 7-9.

Grandparents Luncheon is scheduled for September 4th and 5th. Ms. Hirning requested that only grandparents come for the event because of room limitation, parents may substitute if grandparents are unable to make it.

Other:

Ms. Hirning requested more money to buy equipment for the movement class. Ms. Hirning asked if she could use the \$200 and \$500, donated by parents, for the purchase.

Ms. Lewis asked when will the drainage work in the playground will start. Ms. Hiring reported that it will not start until after October, NASA new fiscal year.

Ms. Hirning also asked for a digital camera for the Childcare Center. The purpose for the digital camera is to take pictures of school events and have them ready in digital format for slide show presentation. Currently, processed photo had to be scanned before use. Mr. Nguyen has the action to look into a digital camera purchase and to suggest or buy one for

the Childcare Center. Others at the meeting also suggest to request digital format of photos when films are sent out for development.

Ms. Hirning reported a new state law requiring pets in the classing to have shot record. Ms. Hirning will look into this and assess any impact or determine action needed to comply with the new law. Ms. Hirning also said that another state law limits the number of child(ren) in a moonwalk to one. This law/rule would make it difficult for the Center to have moonwalk for one child at a time _ no more moonwalk for the kids.

Committees Report

Education Curriculum

Ms. Hirning reported that she still hasn't found a sign language teacher, but she is working on it. Ms. Hirning asked if any parents have any ideas or know any sign language teachers. Ms. Thompson-Fowler said she has a computer CD that teaches sign language. She would make a copy for Ms. Hirning to evaluate. One parent suggested an outfit called "Tiny Signers" might be able to suggest someone. Ms. Lewis said that both Ms. Ricky and Ms. Sandy know some sign language, and maybe they could help out in the interim.

Playground

No report

Newsletter and Webpage

Ms. Lewis will look for a new newsletter editor if Mr. Crucian does not want to continue to be the newsletter editor.

Mr. Thames volunteered to take over managing the webpage from Ms. Moreland. He will coordinate with Ms. Moreland to obtain the necessary account on the server.

Mr. Nguyen reported that he has one parent suggested/requested having the teachers and staff pictures with their names on the webpage, or at the Childcare Center, to help parents to recognize who they are.

Room-1

No report

Room-2

Room 2 has plenty of new crying babies, but by Thursday things were getting better.

Room-3

Parents reported that the room is doing well. One suggested reserving the covered parking for parents with young infants. Ms. Hirning said that the usage of the covered driveway would be discussed at the Open House. Hopefully parents will be courteous when it comes to sharing the covered driveway.

Room-4

Parents reported having a good start.

Room-5

Room 5 parents reported that they love the teachers, especially Ms. Sandy.

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

Parents reported that the children are not having as much fun as before. One parent asked whether Room 9 still has required rest time. Ms. Hirning said, “Yes”, the light would be off for one hour.

Board Members Report**Policies and Procedures** (Jennifer Lewis)

Ms. Lewis reported that she would continue to be the Policies and Procedures person, and Ms. Jennifer Mason will be the Treasure. Ms. Lewis would help Ms. Garcia and Ms. Mason with the upcoming audit.

Ms. Lewis reported that someone asked her if a JSC Credit Union employee is qualified for SFEI membership. The Board did not believe that a JSC Credit Union would qualify, but it would ask NASA to be sure. Ms. Hunt will look into the answer for this question.

Ms. Lewis asked how would we handle JSC access for non-badged JSC contractors? Would we put them on the Gate List? Mr. Nguyen suggested that non-badged JSC contractor should try to obtain JSC contractor badge through their employer to help us minimize the Gate List.

Ms. Lewis reported that the fall migration is complete.

Ms. Lewis reported that the Office of Personnel Management (OPM) has a survey for the SFEI. Ms. Lewis will work with Ms. Hirning to complete the survey. One of the items on the survey is our expansion plan.

Treasurer (Laurie Garcia)

Ms. Garcia reported that the financial report is not complete. Currently, the balance sheet shows approximately \$26K profit from summer camp through July.

Ms. Garcia will need help from Ms. Schroeder, when she comes back, to sort through the tuition payments and other records to update the financial report.

Ms. Garcia reported that the kitchen spending is within budget.

Secretary (Louis Nguyen)

Mr. Nguyen reported that he had sent out notices for membership renewal on July 31st. Due date for membership renewal is September 1st.

Mr. Nguyen reported that we got approval from NASA, through the NASA Foreign National Management System (NFNMS), to put two non-US citizen parents on the Gate List. For now Mr. Nguyen will process these requests as brought to him by parents. Mr. Nguyen planned to send out a letter, requesting parents to identify non-US citizens currently on the Gate List and requesting that these individuals be processed through the NFNMS as required by Security. Mr. Nguyen will work with Ms. Nancy to update the Gate List, and will probably put the notice letter in the children's cubbies.

Ms. Mason pointed out that all foreign nationals are required to be processed through the NFNMS. Foreign national include those with dual citizenships, such as US citizen and another. Mr. Nguyen will make sure the letter covers all foreign nationals as pointed out by Ms. Mason.

Mr. Nguyen reported that he has updated the By-Laws and has given it to Ms. Moreland to post on the webpage.

Mr. Nguyen took a look at reconnecting the ParentWatch video feed to the TV in Ms. Hirning's office (because the dedicated ParentWatch monitor is broken), and said that he would be able to it after purchasing an appropriate cable/connector adapter.

Vice President (Erica Vandersand)

Absent

President (Susan Gomez)

Absent

SFEI Members Report

Walk-ons

A question was raised about finding a new facility for summer camp. Ms. Mason reported that NASA probably will not start working on it until January next year, which might be too late for next year summer camp. At this point, Ms. Hirning said that we would not have Thanksgiving mini camp if NASA starts tearing up the old building.

Old Business

A question was asked about what to be done for Mr. Hall. Ms. Hirning reported that she has found out the Mr. Hall likes Chinese food. She will let Ms. Vandersand know.

New Business

None

The next meeting will be September 18, 2003
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM